

Updated: March 30, 2022

Policy 7.01 Plan and Progress Report

Draft Plan

Timeframe: July 1, 2022 to June 30, 2023

Final Plan

Administration/Division: ESA/CSD (DSHS) **Region/Office:** Region 3/Port Angeles CSO

Tribe(s)/RAIO(s): Quileute Tribe

Most Recent Meeting Date: 1/4/2022

	Yes	No
Met with Tribe?	X	
Tribe provided input?	X	
Tribal approval?	X	

Implementation Plan

Progress Report

(1) Goals/Objectives

(2) Activities

(3) Expected Outcome

(4) Lead Staff and Target Date

(5) Status Update Since the Last 7.01 Meeting

1. Prepare and disseminate pertinent statistics on American Indian community and participant populations, numbers of American Indian participants served and other relevant data.

The Community Services Division (CSD) will provide statistics pertaining to Quileute tribal members receiving assistance through its programs.

Through open streams of communication, Quileute Tribe and CSD staff will be better informed about the number of Quileute Tribe members receiving benefits from CSOs.

Heather Brux
Regina Williams,
Charlene Meneely

Jeannie Dickinson
Patricia Barros

Annually.

Port Angeles and Forks Community Services Offices (CSOs) will provide area tribes requested data on an ongoing basis.

January 2022 Data (latest avail.) Quileute Tribe Recipients (Port Angeles and Forks CSOs)

SNAP	124
Medical	13
TANF	4
ABD/HEN	0/2

January 2022 Data (latest avail.) Quileute Tribe Recipients (Statewide)

SNAP	209
Medical	25
TANF	11
ABD/HEN	2/2

2. Work with tribes to determine the need for, negotiate and/or implement local Tribal-State agreements, protocols, Working

A. Review and update Tribal TANF Operating Agreement (TTOA).
1.) CSO Administrator will send draft TTOA for review

Improved coordination and communication regarding Tribal TANF population.

Heather Brux
Regina Williams

Jeannie Dickinson
Patricia Barros
Mary Anderson

March 2022: No changes since the last 7.01 meeting.

1/4/22 - Mary will update TTOA plan by 4/30/22

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Agreements, contracts or processes.	by tribal representatives.		Due date: 4/30/2022	1/4/2022: On 10/12/21 Supervisor introduced Tribal Liaison to tribal partners via email.
	<p>B. Coordinate and develop hiring processes that affirm value of diverse workforce.</p> <p>1.) Invite Quileute Tribe to participate in hiring panels.</p>	More robust representation of all Olympic Peninsula communities in staffing at Port Angeles/Forks CSOs.	<p>Jeannie Dickinson Patricia Barros Meredith Parker Brenda Francis-Thomas</p> <p>As Needed.</p>	<p>March 2022: Quileute Tribal Members were also invited to participate in Public Benefits Specialist interviews on 2/2/22 and 2/3/22.</p> <p>1/4/22 – On 11/4/21 and 11/16/21, Quileute Tribe was invited to participate in Public Benefits Specialist job interviews which included a question about the candidates’ understanding of tribal sovereignty. As vacancies occur, Tribes will be contacted.</p>
3. Ensure communication with tribal governments, landless tribes, and off reservation American Indian organizations for information sharing, consultation, joint	A. Implement a process to identify action needed by Quileute Tribe members, so that their benefits are not terminated prematurely.	Program needs and concerns of the Quileute Tribe members will be identified and addressed resulting in reduced breaks in service for tribal members.	<p>Heather Brux</p> <p>Jeannie Dickinson Patricia Barros</p> <p>As Needed.</p>	<p>March 2022: No changes since the last 7.01 meeting.</p> <p>Tribal Liaison has been reviewing monthly Native American eligibility review ad-hoc report and made client contacts as appropriate. Tribal Liaison’s Supervisor reviews ad-hoc report. Reporting is then shared with tribal staff by Tribal Liaison.</p>

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planning and problem solving.	B. DSHS and tribal events will be communicated to promote shared understanding of programs, services and culture.	Sharing of information regarding DSHS training events and cultural programs for all staff teams.	Heather Brux Regina Williams Jeannie Dickinson Patricia Barros Brenda Francis-Thomas As Requested.	March 2022: No changes since the last 7.01 meeting. 1/4/22 - Due to COVID there were not any in person events . Staff participated in virtual Tribal Talks events organized by DSHS Economic Services Administration. CSO staff welcome any invitations to attend tribal events (and vice versa).
	C. Plan, develop, and implement training programs for both tribal and CSO staff. 1.) DSHS will put together presentations that provide basic program information and training for the tribe. 2.) All DSHS PA/Forks CSD staff will attend continuous/on-going government-	3. C1) Tribal members better informed about programs and more likely to access needed services. 3. C2) CSO staff will be more culturally sensitive and provide services in a manner that builds trust with the tribe.	Heather Brux Jeannie Dickinson Kristine Hammond Brenda Francis-Thomas Mary Anderson As Requested.	March 2022: No changes since the last 7.01 meeting. 1/4/22 – Tribal Training Requests: <ul style="list-style-type: none"> • CSD Services Overview • BFET Overview • Washington Connection Overview • ACES Overview • SSI/SSIF

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	to-government training, with priority given to new CSO hires.			
	D. Invite tribal representatives to attend WorkFirst Local Planning Area (LPA) meetings and other appropriate forums.	The purpose of the Clallam / Jefferson County WorkFirst Local Planning Area is to support WorkFirst and low income families by connecting them with resources and services that fill gaps and reduce poverty; and to assist them in securing sustainable employment and self-sufficiency through a State, tribal and local/community agency collaboration.	Heather Brux Olympic Peninsula LPA Lead: Jeannie Dickinson (Clallam and Jefferson Counties) Quarterly	March 2022: Quileute Tribal Members invited to attend virtual LPA quarterly meeting on 4/13/2022. 1/4/22 –Tribes will be invited to quarterly LPA meetings as they resume.
	E.CSO invited to disseminate information through Tribal newsletters.	Enhances communications of State/DSHS/CSD information to Tribal members.	Jeannie Dickinson Patricia Barros As Requested.	March 2022: No changes since the last 7.01 meeting.
	F. Statewide CSD Customer Service	Enhanced communications of state	Ron Thomas	March 2022: No changes since the last 7.01 meeting.

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	Contact Center (CSCC) will share a contact list for all programs administered and provide contact center updates.	call center information to Tribal members.	As Needed.	Ron Thomas will coordinate with Tribe and local CSO staff for any requested training overviews on CSCC-specific services.
	G. Upon request from the tribe, the services of the CSD Mobile CSO will be made available.	Ensure individuals have access to CSD assistance programs through the Mobile CSO – a mobile office that is self-contained and fully functional. Experienced staff can determine initial eligibility on-site.	Heather Brux Javier Ruiz. Melissa Knox Jeannie Dickinson Ron Thomas As Requested	March 2022: No changes since the last 7.01 meeting. 1/4/22 Javier Ruiz, Melissa Knox, Ron Thomas and Jeannie Dickinson will help coordinate with Tribe for any requested Mobile CSO needs.
	H. Request from Regina to receive information to have the ability to issue SNAP benefits.	Quileute Tribe would administer its own SNAP Program.	Regina Williams Mary Anderson Due Date: 1/31/22	March 2022: No changes since the last 7.01 meeting. 1/21/2022 - Mary Anderson has provided Regina Williams with the appropriate information.
	J. Resolution of ACES Connection issues	Tribal staff would will have uninterrupted access to applicable ACES Screens.	Regiona Williams Mary Anderson Due Date: 2/28/2022	March 2022: No changes since the last 7.01 meeting.

Completed or Tabled Items:

Goal/Activity/Outcome	Date	Item Description
Goal 3, Activity C COMPLETED	May 2017	All Port Angeles, Forks CSO staff attended G2G training in 2017.
Goal 2, Activity A COMPLETED	February 2017	The Community Services Division (CSD) Tribal Relations and TANF Program Administrator, Martin Bohl, presented information on Washington Connection as a resource available to the tribe, and provided and update and additional information on Tribal Eligibility and sources of income, and application of the Indian Country Disregard and the American Indian Labor Force Report published by the Department of Interior.
Goal 2, Activity A COMPLETED	September 3, 2016	Amended Tribal TANF agreement to reflect partnership with Hoh Tribe.
Goal 3, Activity C COMPLETED	February 22, 2016	Requested to add Heather Brux to the LPA email list. *previous LPA email was in error, i.e. kala.jackson@quileutenation.org
Goal 3, Activity A COMPLETED	January 2015	Tribal TANF desk aide was created as a comparison guide between State and Tribal TANF, including procedures for when an American Indian/Alaska Native client comes in to apply for TANF
Goal 3, Activity A COMPLETED	January 30, 2015	Tribal Liaison held an all-staff webinar to review State and Tribal TANF desk aide and current procedures.
Goal 2, Activity D COMPLETED	May 29, 2014	Tribal Liaison attended the Quileute Health Fair on 05/29/2014
Goal 2, Activity-Coordinate and develop processes between the CSO and Tribal TANF population. COMPLETED	May 2014	A one-time “mini” HUB was held in both Port Townsend and Forks. ***The HUB is a collaborative effort with the TANF partners in our community.
Goal 2, Activity COMPLETED	April 2014	On 04/25/2014, the LPA held a conference hosted by the Jamestown Tribe with guest speaker: Dr. Donna Beegle – Communications Across Barriers. Staff from Quileute attended.
Goal 1, Activity COMPLETED	March 26, 2014	The LPA (Local Planning Area) and Clallam Co. Disability’s combined with Lower Elwha for a 1 day even that included classes on how to find employment, write resumes, etc. Local employers who had open positions were doing interviews on the spot. There was also a clothing closet that helped provide work appropriate attire.

Gal 2, Activity – DSHS training and events and Tribal events will be communicated to promote	February 2014	On 02/11/2014, DSHS had a LEAN Training Seminar: LEAN is a process that the State is implementing to look at how we do business. This is a used by many large corporations, such as Toyota. Quileute Staff attended the training.
Goal/Activity/Outcome	Date	Item Description
Shared understanding of programs, service and culture. COMPLETED		
Goal2, Activity- Coordinate and develop the processes between the CSO and Tribal TANF population. Schedule and hold meetings to improve coordination and communication. COMPLETED	January 2014	Update: On 1/29/14, Diane facilitated a meeting between the DSHS WorkFirst Staff and the Lower Elwha and Quileute TT Case Managers to review the current Tribal TANF agreement.
Goal 2, Activity- Updated Quileute TT Agreement COMPLETED	October 2013	On 10/14/13, Social Service and DSHS staff met to update the TT Operating Agreement.
Goal 2, Activity- COMPLETED	October 2012	Diane provided information on the CHIPRA (Children's Health Insurance Program Reauthorization Act) Grant on 11/1/12 Update: Nicole Earls was instrumental in getting the CHIPRA grant for the Quileute Tribe and they have already received their equipment.

Contact Information:

DSHS Contacts	Tribal Contacts
<p>Brenda Francis-Thomas Regional Manager, DSHS Office of Indian Policy Brenda.francis-thomas@dshs.wa.gov 360-584-3338</p>	<p>Heather Brux TANF Coordinator heather.brux@quileutenation.org 360-374-5185</p>
<p>Kristine Hammond Deputy Regional Administrator CSD Region 3 Regional Tribal Liaison kristine.hammond@dshs.wa.gov 360-587-3149</p>	<p>Charlene Meneely Indian Child Welfare Program Manager quileute.icw@quileutetribe.com 360-374-4349</p>
<p>Jeannie Dickinson Port Angeles/Forks/Port Townsend CSO Administrator jeannie.dickinson@dshs.wa.gov 360-401-9003</p>	<p>Regina Williams Human Services Director regina.williams@quileutenation.org 360-374-0366</p>
<p>Meredith Parker WorkFirst Supervisor, Forks CSO meredith.parker@dshs.wa.gov 360-485-8112</p>	
<p>Patricia Barros Tribal Liaison/Public Benefits Specialist 3, Port Angeles CSO patricia.barros@dshs.wa.gov 564-201-1639</p>	
<p>Javier Ruiz Mobile CSO Administrator javier.ruiz@dshs.wa.gov 360-480-4772</p>	
<p>Melissa Knox West MCSO Supervisor melissa.knox@dshs.wa.gov 360-628-6647</p>	

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